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11 May 1951

*AD/CI
permanent
file*

MEMORANDUM FOR: Deputy Director (Administration)

THROUGH: Advisor for Management

SUBJECT: Transfer of Collation Branch (Machine Index
of Special Intelligence) from O/CI to O/CD

1. The Office of Current Intelligence is presently providing a machine index and record service on special intelligence to other Agency offices through Collation Division. The Offices of Research and Reports and of Scientific Intelligence are the primary recipients thereof. Such service properly falls within the functional jurisdiction of the Office of Collection and Dissemination, provided all security factors are satisfied.

2. The AD/CI has informally agreed that under existing conditions the transfer of this activity to O/CD will be consistent with security requirements. Representatives of O/RR and O/SI have informally concurred in the suggestion that if this activity were transferred to O/CD, the Collation Division would benefit from the additional functional support there available.

3. It is therefore recommended that, subject to the following conditions, Collation Division, Office of Current Intelligence, as presently organized and staffed (authorized strength of 45, under OCI's current ceiling of 350) be transferred to the Office of Collection and Dissemination:

a. Collation Division will continue to be located within the Special Information Center.

b. The administration of Collation Division by AD/CD will be in accordance with security policies of the AD/CI.

c. AD/CD, in his administration of the Collation Division, will have the collaboration of a Collation Board made up of AD's of all Offices served by the

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Division or their designated representatives. This Board will be responsible for recommendations to the AD/CD on (1) substantive policy direction, (2) programming and priorities, and (3) all other matters bearing on the nature and scope of the services rendered or to be rendered by the Collation Division.

4. The effective date of this transfer will be the beginning of the first pay period following official approval.

KINGMAN DOUGLASS
Assistant Director,
Current Intelligence

Concur: S/M.F.M.

Asst. Director for Research
and Reports

Date

APPROVED:

Asst. Director for Scientific
Intelligence

Deputy Director (Admin.)

Asst. Director for Collection
and Dissemination

Advisor for Management

cc: AD/RR ✓
AD/SI
AD/CD
Adv. Mgt.

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